

We are currently accepting applications for the following positions:

**Vacancy Announcement No. / Position Title**

**FSN# 2015/03 (T) / Medical Equipment Technician**

**FSN# 2015/03 / Medical Equipment Technician**

**FSN# 2014/07 (T) / Financial Analyst (3 positions)**

**FSN# 2014/07 / Financial Analyst (3 positions)**

**FSN# 2015/24 (T) / Refrigeration & Air Conditioning Mechanic**

**FSN# 2015/24 / Refrigeration & Air Conditioning Mechanic**

**FSN# 2015/28 (T) / Engineering Assistant**

**FSN# 2015/28 / Engineering Assistant**

**FSN# 2015/29 (T) / Medical Research Scientist**

**FSN# 2015/29 / Medical Research Scientist**

**FSN# 2015/34 / Security Investigator**

**FSN# 2015/36 / Mail Clerk**

**FSN# 2015/38 (T) / Resources Conservation Engineer**

**FSN# 2015/38 / Resources Conservation Engineer**

**FSN# 2015/39 (T) / Administrative Assistant**

**FSN# 2015/39 / Administrative Assistant**

**FSN# 2015/40 (T) / Administrative Assistant (RELO)**

**FSN# 2015/40 / Administrative Assistant (RELO)**

**FSN# 2015/41 (T) / Cultural Affairs Specialist**

**FSN# 2015/41 / Cultural Affairs Specialist**

**FSN# 2015/42 / Medical Research Technologist**

**FSN# 2015/03 (T)**  
**Medical Equipment Technician**

**OPEN TO:** All interested candidates

**POSITION:** Medical Equipment Technician, FSN-6, FP-8, Trainee

**OPENING DATE:** December 27, 2013

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 2 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of **600** or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: Until Filled**

**“This is a re-advertisement of announcement from 12/27/2013 (FSN#2013/115(T)). Applications previously received will also be considered.”**

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**FSN# 2015/03**

**Medical Equipment Technician**

**OPEN TO:** All interested candidates

**POSITION:** Medical Equipment Technician, FSN-7, FP-7

**OPENING DATE:** December 27, 2013

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 3 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of **600** or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: Until Filled**

**“This is a re-advertisement of announcement from 12/27/2013 (FSN#2013/115). Applications previously received will also be considered.”**

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**FSN# 2015/07 (T) (3 positions)**  
**Financial Analyst**

**OPEN TO:** All Interested Candidates

**POSITION:** Financial Analyst, FSN-9 (Trainee)

**OPENING DATE:** January 23, 2015

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-9 \$640,463 per annum (Starting salary)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Financial Analyst in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent serves as the financial management expert and the Regional Controller's representative to Technical Teams for the regional programs in Thailand, Singapore, Malaysia, Philippines, Indonesia, Laos, China, Tibet, and independent USAID missions in Burma, Vietnam and Timor-Leste. S/He provides expert advice on the development, implementation, and evaluation of the financial elements of development projects from conception to completion and close-out. S/He also assesses and analyzes the institutional financial management, internal controls, and audit capabilities of local partners, including host country government ministries, local Non-Governmental Organizations (NGOs), and other local organizations. S/He periodically travels to project sites to provide assistance.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Bachelor's degree in accounting or finance with CPA certification;
- (2) At least four years of progressively responsible experience in auditing or accounting;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

- (4) Must have ability to inspire, and communicate clearly and effectively with internal USAID employees and external partners to foster and maintain an effective professional network and working relationships to perform work tasks, such as review of systems for programs/projects
- (5) Must possess excellent interpersonal skills.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until filled

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**FSN# 2015/07 (3 positions)**  
**Financial Analyst**

**OPEN TO:** All Interested Candidates

**POSITION:** Financial Analyst, FSN-10

**OPENING DATE:** January 23, 2015

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-10 ฿760,852 per annum (Starting salary)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Financial Analyst in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent serves as the financial management expert and the Regional Controller's representative to Technical Teams for the regional programs in Thailand, Singapore, Malaysia, Philippines, Indonesia, Laos, China, Tibet, and independent USAID missions in Burma, Vietnam and Timor-Leste. S/He provides expert advice on the development, implementation, and evaluation of the financial elements of development projects from conception to completion and close-out. S/He also assesses and analyzes the institutional financial management, internal controls, and audit capabilities of local partners, including host country government ministries, local Non-Governmental Organizations (NGOs), and other local organizations. S/He periodically travels to project sites to provide assistance.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Bachelor's degree in accounting or finance with CPA certification;
- (2) At least five years of progressively responsible experience in auditing or accounting;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);



- (4) Must have ability to inspire, and communicate clearly and effectively with internal USAID employees and external partners to foster and maintain an effective professional network and working relationships to perform work tasks, such as review of systems for programs/projects
- (5) Must possess excellent interpersonal skills.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

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**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until filled

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**FSN# 2015/24 (T)**  
**Refrigeration & Air Conditioning Mechanic**

**OPEN TO:** All Interested Candidates

**POSITION:** Refrigeration & Air Conditioning Mechanic, FSN-4, FP-AA, Trainee

**OPENING DATE:** February 20, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

The incumbent performs full journeyman level in refrigeration and air conditioning trade. S/He also performs duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);
- (2) At least one year of direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level I (Rudimentary Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least **250**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Ability to operate various hand tools, power equipment, and instruments, and ability to produce journeyman-level quality and quantity of work;
- (6) Skills in manual and mechanical lifting; driving; security and safety equipment, and ability to understand continuing technological updates within a reasonable time.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

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**FSN# 2015/24**  
**Refrigeration & Air Conditioning Mechanic**

**OPEN TO:** All Interested Candidates

**POSITION:** Refrigeration & Air Conditioning Mechanic, FSN-5, FP-9

**OPENING DATE:** February 20, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

The incumbent performs full journeyman level in refrigeration and air conditioning trade. S/He also performs duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);
- (2) At least two years of direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **400** before the deadline; otherwise, application will not be considered);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (5) Ability to operate various hand tools, power equipment, and instruments, and ability to produce journeyman-level quality and quantity of work;

(6) Skills in manual and mechanical lifting; driving; security and safety equipment, and ability to understand continuing technological updates within a reasonable time.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

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**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

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**FSN# 2015/28 (T)**  
**Engineering Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Engineering Assistant, FSN-8, FP-6, Trainee

**OPENING DATE:** March 6, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management section, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

**QUALIFICATIONS REQUIRED:**

- (1) Bachelor's Degree in Mechanical or Electrical Engineering;
- (2) A minimum of two years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- (5) Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;

(6) Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

**“Applicants who responded to Vacancy Announcement (FSN# 2014/109 - Engineering Assistant) need not reapply as their applications will be considered.”**

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**FSN# 2015/28**  
**Engineering Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Engineering Assistant, FSN-9, FP-5 (Step 1 thru 4)

**OPENING DATE:** March 6, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management section, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

**QUALIFICATIONS REQUIRED:**

- (1) Bachelor's Degree in Mechanical or Electrical Engineering;
- (2) A minimum of three years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- (5) Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;



(6) Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

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**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

**“Applicants who responded to Vacancy Announcement (FSN# 2014/109 - Engineering Assistant) need not reapply as their applications will be considered.”**

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**FSN# 2015/29 (T)**  
**Medical Research Scientist**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Research Scientist, FSN-9, FP-5(Step 1 thru 4), Trainee

**OPENING DATE:** March 6, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40/ hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-9 \$640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5(Step 1 thru 4) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist, in its Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

**QUALIFICATIONS REQUIRED:**

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least four years experiences in conducting various types of molecular biology work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP);

(5) Able to operate normal equipment and scientific equipment.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

**“Applicants who responded to Vacancy Announcement (FSN# 2014/123 - Medical Research Scientist) need not reapply as their applications will be considered.”**

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**FSN# 2015/29**

**Medical Research Scientist**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Research Scientist, FSN-10, FP-5(Step 5 thru 14)

**OPENING DATE:** March 6, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40/ hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-10 ฿760,852 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5(Step 5 thru 14) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist, in its Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

**QUALIFICATIONS REQUIRED:**

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least five years experiences in conducting various types of molecular biology work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP)

(5) Able to operate normal equipment and scientific equipment.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

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**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

**“Applicants who responded to Vacancy Announcement (FSN# 2014/123 - Medical Research Scientist) need not reapply as their applications will be considered.”**

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**FSN# 2015/34**  
**Security Investigator**

**OPEN TO:** All Interested Candidates

**POSITION:** Security Investigator, FSN-8, FP-6

**OPENING DATE:** April 3, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**LENGTH OF HIRE:** Temporary position – Not to exceed 2 years

**SALARY:**

Ordinarily Resident (OR): FSN-8 \$574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Overseas Building Operations (OBO) office located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Incumbent is responsible for completing the personnel security background investigations (BI) of OBO contractor personnel, new employees and updating security clearances of Mission employees. S/He conducts official investigations as directed by the OBO Site Security Manager in coordination with the Regional Security Office. S/He is also responsible for coordinating with the OBO Local Guards, Mission Security Force and RSO staff at the direction of the OBO SSM.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Bachelor's Degree (BA or BS) in Political Science, Law, Liberal Arts (i.e. Language, History or Social Science), Business Administration/Management, or Law Enforcement;
- (2) Minimum of three years of progressively responsible experience in investigative work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level III (Good Working Knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **600** before the deadline; otherwise, application will not be considered);
- (4) Have ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Have ability to use a personal computer to produce documents resulting from work product;
- (6) Have verbal skills to coordinate security operations conduct interviews and conduct liaison activities in accordance with US Government and Department of State regulations.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

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**FSN# 2015/36**

**Mail Clerk**

**OPEN TO:** All Interested Candidates

**POSITION:** Mail Clerk, FSN-4; FP-AA

**OPENING DATE:** April 3, 2015

**CLOSING DATE:** April 30, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4 ฿ 251,050 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Mail Clerk in its Information Management/Mailroom office located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Responsible for providing mail and pouch services to support all Embassy personnel. Duties include receiving and segregating mail, readdressing mail, maintaining records of all incoming accountable mail, dispatching and receiving daily pouches, operating franking machine, maintaining and being accountable for the mailroom inventory of Thai postage stamps. In addition, jobholder will be responsible for the inspection of all local Thai mail.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) High school diploma is required;
- (2) One year of customer service experience in an office/clerical position;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least 400, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Must know the basic operations of an office distribution;
- (5) Have basic computer skills (word processing software) is required.

**SELECTION PROCESS:**



When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** April 30, 2015

*“This is a re-advertisement of announcement from February 6, 2015. Applications previously received will also be considered.”*

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**FSN# 2015/38 (T)**  
**Resources Conservation Engineer**

**OPEN TO:** All Interested Candidates

**POSITION:** Resources Conservation Engineer, FSN-9, FP-5 (Step 1 thru 4), Trainee

**OPENING DATE:** April 10, 2015

**CLOSING DATE:** April 23, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-9 THB 640,463 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Resources Conservation Engineer in its Facilities Management section, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Provide all leadership, technical, and program expertise necessary to lead, manage, and fulfill the mandate and requirements for regulatory energy management and resources conservation priorities for all Mission properties. The focus of position requirement is threefold. The first mandate is to identify, develop and implement a viable education program aimed at raising the collective consciousness toward energy saving and environmental conservation throughout the entire Embassy Mission community. Secondly, the incumbent is tasked with surveying the entire energy consumption platform at USG properties in Thailand and then identify, develop, and implement appropriate and beneficial energy and environmental (Green) projects, policies, and processes mission wide. This includes Energy Conservation Measures (ECMs) based on life-cycle cost analysis and long-term sustainability. Third, the incumbent is responsible for developing a reporting mechanism that identifies and accurately monitors all mission resource consumption as well as actions completed and the beneficial financial and environmental savings created by energy conservation/"Green" efforts. Incumbent will also be expected to be the expert point of contact and maintain a depository of information concerning all energy saving and environmental efforts undertaken throughout the mission Thailand.

**QUALIFICATIONS REQUIRED:**

(1) Completion of a Bachelor's Degree in professional engineering; Electrical/Mechanical Engineer, Environmental Engineer, Operation Engineer, or Civil/Structure Engineer is required;

(2) Minimum four years of progressively responsible, professional-level experience in program/project design, program/project planning, construction, maintenance, environmental/energy management and/or

project implementation work, with Central or State Government organizations, or private-sector institutions which included project design and performance monitoring is required;

(3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Must understand and be able to use and interpret standard mechanical, electrical, civil and mechanical engineering tools, concepts, drawings, and practices is required;

(5) Must have excellent skills in order to prepare resource monitoring reports, mission policies, and in writing scopes of work for identified projects and work actions;

(6) Must be able to use Microsoft Word, Excel, PowerPoint and Project is required.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** April 23, 2015

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**FSN# 2015/38**

**Resources Conservation Engineer**

**OPEN TO:** All Interested Candidates

**POSITION:** Resources Conservation Engineer, FSN-10, FP-5 (Step 5 thru 14)

**OPENING DATE:** April 10, 2015

**CLOSING DATE:** April 23, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-10 THB 760,852 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Resources Conservation Engineer in its Facilities Management section, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Provide all leadership, technical, and program expertise necessary to lead, manage, and fulfill the mandate and requirements for regulatory energy management and resources conservation priorities for all Mission properties. The focus of position requirement is threefold. The first mandate is to identify, develop and implement a viable education program aimed at raising the collective consciousness toward energy saving and environmental conservation throughout the entire Embassy Mission community. Secondly, the incumbent is tasked with surveying the entire energy consumption platform at USG properties in Thailand and then identify, develop, and implement appropriate and beneficial energy and environmental (Green) projects, policies, and processes mission wide. This includes Energy Conservation Measures (ECMs) based on life-cycle cost analysis and long-term sustainability. Third, the incumbent is responsible for developing a reporting mechanism that identifies and accurately monitors all mission resource consumption as well as actions completed and the beneficial financial and environmental savings created by energy conservation/"Green" efforts. Incumbent will also be expected to be the expert point of contact and maintain a depository of information concerning all energy saving and environmental efforts undertaken throughout the mission Thailand.

**QUALIFICATIONS REQUIRED:**

(1) Completion of a Bachelor's Degree in professional engineering; Electrical/Mechanical Engineer, Environmental Engineer, Operation Engineer, or Civil/Structure Engineer is required;

(2) Minimum five years of progressively responsible, professional-level experience in program/project design, program/project planning, construction, maintenance, environmental/energy management and/or

project implementation work, with Central or State Government organizations, or private-sector institutions which included project design and performance monitoring is required;

(3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Must understand and be able to use and interpret standard mechanical, electrical, civil and mechanical engineering tools, concepts, drawings, and practices is required;

(5) Must have excellent skills in order to prepare resource monitoring reports, mission policies, and in writing scopes of work for identified projects and work actions;

(6) Must be able to use Microsoft Word, Excel, PowerPoint and Project is required.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** April 23, 2015

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**FSN# 2015/39**  
**Administrative Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Assistant, FSN-7, FP-7

**OPENING DATE:** April 24, 2015

**CLOSING DATE:** May 7, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7 \$480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative in Public Affairs Section (PA) located at GPF Witthayu Tower, Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

Provides integrated financial management services for the Public Affairs Section including serving as PA's sub-cashier, the central point for PA procurement requests, and the primary PA liaison with FMC on budget issues.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Bachelor's degree in accounting, business administration or closely related fields;
- (2) Two year experience in financial management or closely related field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English. (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Must have an excellent working knowledge of word processing computer applications and spreadsheets and be able to use an automated accounting system;
- (5) Have strong accounting, organizational, and financial management skills;
- (6) Must have highly effective interpersonal skills to deal with vendors, and LES and American employees at all levels and in all aspects in Public Affairs, FMC and GSO.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** May 7, 2015

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**FSN# 2015/39 (T)**  
**Administrative Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Assistant, FSN-6, FP-8 (Trainee)

**OPENING DATE:** April 24, 2015

**CLOSING DATE:** May 7, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-6 \$362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative in Public Affairs Section (PA) located at GPF Witthayu Tower, Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

Provides integrated financial management services for the Public Affairs Section including serving as PA's sub-cashier, the central point for PA procurement requests, and the primary PA liaison with FMC on budget issues.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Bachelor's degree in accounting, business administration or closely related fields;
- (2) At least one year experience in financial management or closely related field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English. (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Must have an excellent working knowledge of word processing computer applications and spreadsheets and be able to use an automated accounting system;
- (5) Have strong accounting, organizational, and financial management skills;
- (6) Must have highly effective interpersonal skills to deal with vendors, and LES and American employees at all levels and in all aspects in Public Affairs, FMC and GSO.

**SELECTION PROCESS:**



When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** May 7, 2015

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**FSN# 2015/40**

**Administrative Assistant (RELO)**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Assistant, FSN-7, FP-7

**OPENING DATE:** April 24, 2015

**CLOSING DATE:** May 7, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7 \$480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative in Public Affairs Section (PA) located at GPF Witthayu Tower, Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

Serves as the Program and Executive Assistant, overseeing the general administration of the Regional English Language Office (RELO) and serving as the point of contact with other PA and Embassy elements, as well as with vendors and callers. Provides administrative and program assistance to the Regional English Language Officer and the Senior Cultural Affairs Specialist. Supports all RELO programs as necessary and adds assistance to the PA section for special programs as needed and time allows.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of bachelor's degree in English, Education, International Studies, or Linguistic Communication.
- (2) Two years of experience in office management support work.
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English. (Must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);
- (4) Must have sensitivity, judgment and discretion to coordinate and complete task requests from different office personnel and with significant time and work pressure.
- (5) Must be able to use MS Word, MS Outlook, MS Excel, and a basic database. Ability to use and search the Internet and to use Facebook is required.
- (6) Must have Thai and English typing speed at least 45 w.p.m.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** May 7, 2015

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**FSN# 2015/40 (T)**  
**Administrative Assistant (RELO)**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Assistant, FSN-6, FP-8 (Trainee)

**OPENING DATE:** April 24, 2015

**CLOSING DATE:** May 7, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-6 \$362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative in Public Affairs Section (PA) located at GPF Witthayu Tower, Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

Serves as the Program and Executive Assistant, overseeing the general administration of the Regional English Language Office (RELO) and serving as the point of contact with other PA and Embassy elements, as well as with vendors and callers. Provides administrative and program assistance to the Regional English Language Officer and the Senior Cultural Affairs Specialist. Supports all RELO programs as necessary and adds assistance to the PA section for special programs as needed and time allows.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of bachelor's degree in English, Education, International Studies, or Linguistic Communication.
- (2) One year of experience in office management support work.
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English. (Must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);
- (4) Must have sensitivity, judgment and discretion to coordinate and complete task requests from different office personnel and with significant time and work pressure.
- (5) Must be able to use MS Word, MS Outlook, MS Excel, and a basic database. Ability to use and search the Internet and to use Facebook is required.
- (6) Must have Thai and English typing speed at least 45 w.p.m.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** May 7, 2015

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**FSN# 2015/41**  
**Cultural Affairs Specialist**

**OPEN TO:** All Interested Candidates

**POSITION:** Cultural Affairs Specialist, FSN-10, FP-4

**OPENING DATE:** April 24, 2015

**CLOSING DATE:** May 7, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-10 \$760,852 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-4 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative in Public Affairs Section (PA) located at GPF Witthayu Tower, Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

Under the very general guidance of the Regional English Language Officer (RELO), this employee promotes and helps improve English language teaching (ELT) in Thailand and the other countries in the regional portfolio. S/he develops and implements projects and programs and provides advisory and administrative support to the RELO and the Public Affairs (PA) teams that work on ELT programs at the constituent posts.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of a bachelor's degree in English, Teaching English as a Foreign Language (TEFL) or Applied Linguistics.
- (2) Five years of experience in English language teaching and teacher training/development or other closely related field relevant to language education plus one year of experience in program or project management including experience in budget management of such programs or project.
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English. (Must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered). Must be able to write in complete coherent text from the paragraph level to full report level with minimal errors in English grammar, semantics, and spelling and be able to demonstrate a functional vocabulary relevant to the position and translate between Thai and English.

- (4) Must be able to use Microsoft Office software, especially Excel and PowerPoint and a standard ability to use social media and internet tools.
- (5) Must have strong interpersonal, oral and written communication skills, the ability to multi-task, and pay careful attention to details.
- (6) Must be able to work with minimum supervision, organize and coordinate professional development programs, establish and maintain professional contacts, and deal effectively and accurately with a variety of administrative tasks.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** May 7, 2015

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**FSN# 2015/41 (T)**  
**Cultural Affairs Specialist**

**OPEN TO:** All Interested Candidates

**POSITION:** Cultural Affairs Specialist, FSN-9, FP-5 (Trainee)

**OPENING DATE:** April 24, 2015

**CLOSING DATE:** May 7, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-9 \$640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative in Public Affairs Section (PA) located at GPF Witthayu Tower, Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

Under the very general guidance of the Regional English Language Officer (RELO), this employee promotes and helps improve English language teaching (ELT) in Thailand and the other countries in the regional portfolio. S/he develops and implements projects and programs and provides advisory and administrative support to the RELO and the Public Affairs (PA) teams that work on ELT programs at the constituent posts.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of a bachelor's degree in English, Teaching English as a Foreign Language (TEFL) or Applied Linguistics.
- (2) Four years of experience in English language teaching and teacher training/development or other closely related field relevant to language education plus one year of experience in program or project management including experience in budget management of such programs or project.
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English. (Must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered). Must be able to write in complete coherent text from the paragraph level to full report level with minimal errors in English grammar, semantics, and spelling and be able to demonstrate a functional vocabulary relevant to the position and translate between Thai and English.



- (4) Must be able to use Microsoft Office software, especially Excel and PowerPoint and a standard ability to use social media and internet tools.
- (5) Must have strong interpersonal, oral and written communication skills, the ability to multi-task, and pay careful attention to details.
- (6) Must be able to work with minimum supervision, organize and coordinate professional development programs, establish and maintain professional contacts, and deal effectively and accurately with a variety of administrative tasks.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** May 7, 2015

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**FSN 2015/42**

**Medical Research Technologist**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Research Technologist, FSN-9, FP-5 (step 1 thru 4)

**OPENING DATE:** April 24, 2015

**CLOSING DATE:** May 7, 2015

**WORK HOURS:** Full-time; 40 hours/week

**LENGTH OF HIRE:** Fixed-Term: Not to exceed 4 years from the date of employment

**SALARY:**

Ordinarily Resident (OR): FSN-9 \$640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5 (step 1 thru 4) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTIONS REQUIRED:**

Plans, oversees, coordinates, and supervises influenza study activities in accordance with study design, protocols, and other agreed upon procedures within the Program conducted by CDC in collaboration with the Ministry of Public Health, the Bangkok Metropolitan Administration, medical and governmental universities/ institutes. Provide implementation guidance and technical support to 5-10 staff hired and funded under CDC's Cooperative agreement with the MOPH for 2 to 3 concurrent research studies to ensure accurate completion of study procedures.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Master of Public Health, Master of Science in Public Health, Biology, Microbiology or related scientific field is required;
- (2) At least three years progressively responsible work in clinical trial, infections program, or other public health program management, including direct technical experience with epidemiology program is required;

- (3) Level IV (Fluent) speaking/reading/writing in English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) A thorough knowledge of epidemiology research methods and procedures is required
- (5) Must be able to make appropriate departures from research study protocols and to develop detailed methods not specified in protocols.

#### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

#### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** May 7, 2015

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